

From: Bell, Jennifer C. DPI
Sent: Thursday, January 18, 2018 3:25 PM
To: Test coordinators, DACs, and high school principals
Subject: WI Statewide ACT Assessments Update - Jan 18

Dear educators,

Please continue to log into the Test Accessibility and Accommodations (TAA) System to check the status of your submitted ACT accommodations requests. You can sort the student list by status to see which requests are in review, approved, partially approved, require action, or are not approved. **In TAA you will see the reason the request was not approved or partially approved with instructions for the additional documentation that is needed.** ACT sends an email to the requestor when there is an accommodations decision to view in TAA. However, you can log in at any time to view the status of your school's requests. **Requests that are not approved can be edited for reconsideration through January 26.** This is a firm deadline. If you are unsure about what documentation to submit for reconsideration, contact the ACT Accommodations team at 800-553-6244 x1788 or actaccoms@act.org. The [Late Consideration Form](#) may be used for students who, after January 12, enroll in your school, have newly identified disabilities, or sudden onset of medical conditions.

If students with disabilities are denied accommodations for statewide ACT testing, please notify the DPI Office of Student Assessment. More resources on ACT accommodations can be found here:
<https://dpi.wi.gov/assessment/act/accommodations>

Upcoming Dates and Deadlines ([see full schedules of events on the DPI calendar page](#))

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|----------------------------------|--|
| <input type="checkbox"/> Jan 26 | Deadline to edit ACT accommodations requests for reconsideration in TAA. |
| <input type="checkbox"/> Feb 2-9 | Schools receive ACT and WorkKeys materials depending on selected shipping date. |
| <input type="checkbox"/> Feb 5 | Deadline to have grades 9 and 10 student data up to date in your local SIS. |
| <input type="checkbox"/> Feb 6 | DPI loads grade 9 and 10 student data into Aspire portal. |
| <input type="checkbox"/> Feb 6 | Aspire Technology Readiness Webinar and Q&A |
| <input type="checkbox"/> Feb 8 | Aspire Test Administration Webinar and Q&A |
| <input type="checkbox"/> Feb 21 | Deadline to add new students to PAnext and place additional orders for initial test date materials. |
| <input type="checkbox"/> Feb 21 | Deadline to place an additional order for WorkKeys accommodated materials. (This is a required step if you did not already place an order by the Jan 17 deadline.) |
| <input type="checkbox"/> Feb 23 | Deadline to request Late Consideration accommodations for eligible students. |

Tips for editing ACT English learner supports requests for reconsideration in TAA - deadline Jan. 26

- Requests that are not approved can be edited for reconsideration through January 26. This is a firm deadline.
- Submit the WIDA-provided student score report, if you can, rather than a print out of a computer screen, as these are consistent across several states and easier for ACT to interpret. If a school is submitting a print out from the local student information system, please include information on any acronyms that may not be universally understood.
- If the school does not have the student score report for submission to TAA, write and submit a letter indicating that the student participates in the school's EL program. The letter needs to be on school letterhead with a date, the student's name, and a signature.

- If an English learner's accommodations request is denied due to an ACCESS score being too old, the denial is likely an error. Please contact OSA about these denials.

How to add newly enrolled grade 11 students to PearsonAccessnext

- Students added to PAnext after January 17 will not receive a barcode; information will need to be bubbled on the answer document (see instructions in the test administration manuals).
- When adding newly enrolled students to PAnext, the information has to be added two places: once on the ACT "side" of the portal and once on the WorkKeys "side".
- To add students to PAnext, use the Enroll instructions page 11 of the [PearsonAccessNext User Guide for the ACT Test](#) and page 11 of the [PearsonAccessNext User Guide for WorkKeys](#).
- You can use overage materials for these students if you have enough, or you can place an additional order for test materials until February 21.

How to place an Additional Order

- Log into PAnext and go to Setup>Orders & Shipment Tracking>Orders.
- Detailed instructions are on pp. 15-16 of the [PAnext User Guide for ACT](#) and pp. 14-15 of the [PAnext User Guide for WorkKeys](#).
- The additional orders window opens January 19 and closes February 21.
- If you did not order WorkKeys accommodations materials before the January 17 deadline, you need to place an additional order before February 21 in order to receive materials.

Students taking alternate assessment (DLM) or not testing for other reasons

- If a grade 11 student is taking the DLM, is no longer enrolled, or does not test for other reasons, **leave the student information in PAnext.**
- Follow the instructions in the [ACT Test Administration Supplement](#) and [WorkKeys Test Administration Supplement](#) to enter the appropriate not tested code in PAnext as State Use Question #1 to indicate the reason the student did not test.
- Enter the code twice - once on the ACT "side" of the portal and once on the WorkKeys "side."

Aspire Resources Posted

On January 8, ACT Aspire sent a "Welcome to Spring 2018 Testing" email to test coordinators. The following resources are posted to the DPI and ACT webpages:

- [Welcome to the Wisconsin 2018 State Testing Year](#)
- [Schedule of Events](#)
- [Checklist for Success](#)

Manuals have also been posted:

- [Aspire Test Coordinator Manual](#)
- [Aspire Room Supervisor Manual \(online testing\)](#)
- [Aspire Room Supervisor Manual \(paper testing – Braille, large print, and ASL only\)](#)
- [Aspire Accessibility Users Guide](#)

Important technology links to review:

- [Technology Set-Up](#)
- [TestNav System Requirements](#)

Aspire Student Data Upload

- DPI will upload student information from WISEdata into the Aspire portal on February 6.
- Please have grade 9 and 10 student data in your local Student Information System up-to-date by **February 5** to ensure accurate and up-to-date student information is loaded.

Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

ACT Help Desk

General: 800-553-6244, ext. 2800

Accommodations: 800-553-6244, ext. 1788; actaccoms@act.org

Aspire: 855-730-0400

<http://www.act.org/stateanddistrict/wisconsin>

General Information and Policies

Jennifer Bell

608-267-7268

jennifer.bell@dpi.wi.gov

<https://dpi.wi.gov/assessment/act>

Student Data

Phil Cranley

608-266-9798

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Choice Program and Test Security Issues

Duane Dorn

608-267-1069

duane.dorn@dpi.wi.gov

Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.